Grant & Per Diem: Smart Simple Guide
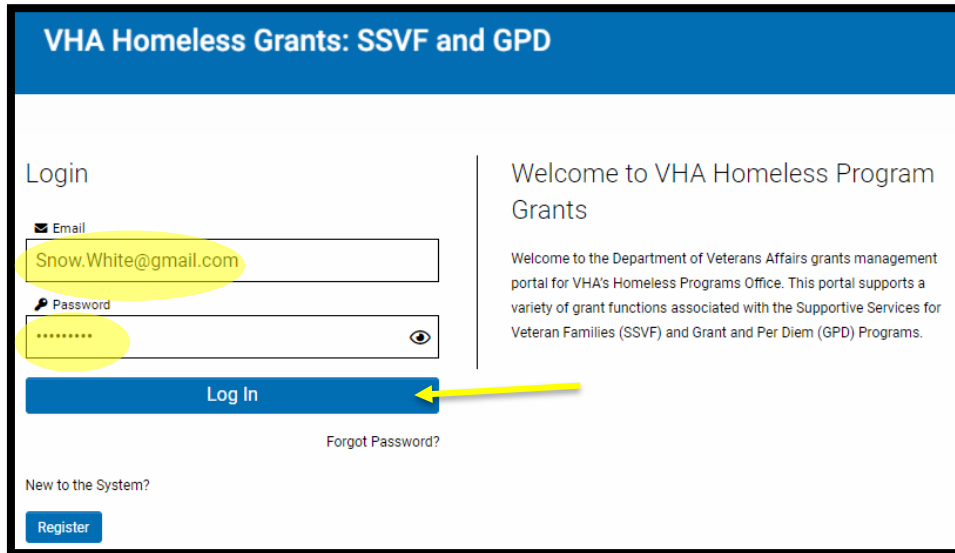
How-To: **Add or Update Grant Contacts**	**GPD Provider Webpage**

Step 1: Log into your Smart Simple Account

Access Smart Simple: https://hmlsgrants-va.mod.udpaas.com/s_Login.jsp
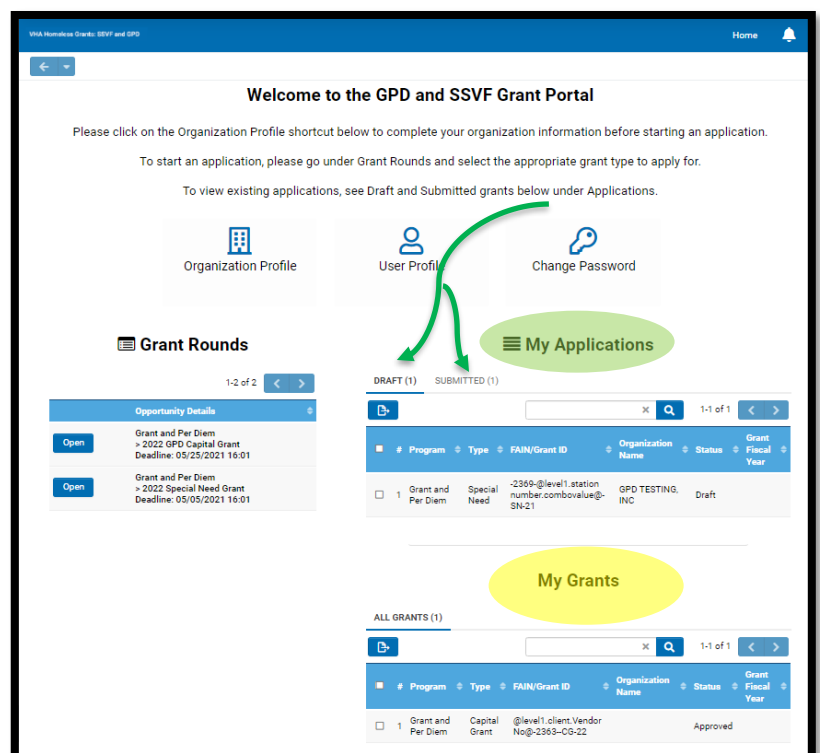Enter your email address and password and click the Log In button:

Step 2: Select grant record

Active grant records are under **My Grants**

Grant applications that have not been approved are under the **My Applications** section.

- Select the **Draft** or **Submitted** tabs, as appropriate to find your application

Click on a grant record to open it.

Step 3: From Main, select Grant Contacts and click Invitations

⌂ Main

👥 Grant Contacts

Case Management

OVERVIEW   EXTERNAL ATTACHMENTS   **GRANT CONTACTS**   GRANT APPLICATION

ⓘ **Instructions**

This section is to add grant contacts to your application. Use Invitations below to invite them to be a grant contact for this application.

Grant contacts
Grant Contacts shows the contacts currently associated with this application.

How to invite a grant contact:
Please click the envelope icon below Invitations. Then in the pop up window, please select a contact and a role. Click the Add button. Then click on Save. When you're ready to invite, click Invite. Then close out of the pop up window by clicking the X at the top right of the window.

Grant Contacts

0 of 0   < >

#	Full Name	Organization Name	Email	Role
		No Results Found		

Invitations

📧

0 of 0   < >

Prefix	First Name	Last Name	Email	Role	Status
< BACK					NEXT >

Step 4: Add Contacts

- When the pop-up window appears, use the + plus button to add a contact and role. Click the + plus button again to add additional people.
- (To remove a person, click the x next to the row you wish to delete)
- When you are ready, click the Invite button.
- close the pop-up window by clicking the grey x at the top right corner of the window

Invitations   ✕

Use the plus button below to enter your contact. Please ensure this information is accurate. Once you are done entering the contact information, please click on "Invite" to complete the process.

Prefix	First Name	Last Name	Email	Role	Status	
	John	Doe	John.Doe@outlook.com	Fiscal Manage ⌄	Draft	✕
	Alice	Green	Alice.Green@gmail.com	Grant Operatic ⌄	Draft	✕
	Dave	Smith	David.Smith@mail.com	Grant Writer ⌄	Draft	✕

➕ →]

Save Invite

Click Invitation link and then **click Accept.**

Sign In (or) Register

Dear Jane Doe,
You have been invited as Board Member for the following Grant: Testing, Inc..
Please click on the link below to accept or decline the invitation.

https://hmlsgrants-va.mod.udpaas.com/ex/ex_invitation.jsp?lang=1&token=%248Ywcf%2FDqmOBdiFa%2BH7M6%2Bh8IxRkVoX35%2BfPsMIjv4F4%3D

If you are not a SmartSimple user, you will be routed to a registration signup page upon acceptance of the invitation. Please enter the following information into the Organization Information section:

- Legal Name: TESTING, INC
- Organization Name: Testing, Inc.
- DBA or AKA:
- Address: 123 Test Street
- Address 2:
- City: Tampa
- State: Florida
- Postal Code: 33617-0000
- Tax ID: 000000099
- DUNS: 000000099

  Then please enter your information into the contact information section.
  Sincerely,
  VHA Homeless Program

Existing Users

New Users

Accept

Accept

Done!

Grant Contact Invitation

You have been invited

Abby Williams,

You have been invited as Grant Operations for the a Grant and Per Diem Grant: GPD Testing, In...

[Accept] [Decline]

Redirected to Registration page

Invitation Accepted

You have accepted the invitation

Thank you for accepting the invitation. Please go to here and login using your SmartSimple credentials. If you are a new SmartSimple user, please check your email for your login and temporary password. If you do not receive an email, then please go to the main page and use the "Forgot Password" link. Then within the portal, find this application under "My Applications".

Reminder: Please check your spam/junk folders for any automated emails from SmartSimple

VHA Homeless Grants: SSVF and GPD — Registration

Organization Information

ℹ Instructions
Required fields are marked with an asterisk "*".

* Legal Name

* Organization Name

DBA or AKA

* Address

Address 2